



DEPARTMENT OF DEVELOPMENTAL SERVICES EXAMINATION ANNOUNCEMENT



HOSPITAL GENERAL SERVICES ADMINISTRATOR II

OPEN

7LS55

EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Spot For: Lanterman Developmental Center

FINAL FILING DATE: July 9, 2007 by 4:30pm (close of business)

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and must be filed in person or by mail with:

Lanterman Developmental Center
Exams & Recruitment
3530 Pomona Blvd./PO. Box 100
Pomona, CA 91769- 0100

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED:

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during August/September 2007.

SALARY RANGE: \$4470 - \$5393

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. **All applications must include "to" and "from" dates (month/day/year); time base and class titles. Applications received without this information will be rejected.**

Either I

Two years of experience in the California state service performing the duties of a Hospital General Services Administrator I.

Or II

Experience: Three years of supervisory experience in the area of janitorial/housekeeping, laundry, transportation, clothing center management, procurement, property and equipment, warehousing, or business services. (Additional education in hospital or health care administration, or a one-year internship in a hospital or its equivalent, may be substituted for one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.

THE POSITION: Under direction, to plan, organize, or coordinate and administer the general services operation at a State hospital or veteran's home; and to do other related work.

Job Characteristics: This position directs the activities of a multidisciplinary general services staff in a State hospital. The position is responsible for the administration of a

variety of functions necessary for the effective operation of the hospital, including but not limited to:

(1) Janitorial/ housekeeping, (2) laundry, (3) transportation, (4) clothing, personal care and household items, (5) procurement, (6) property and equipment management, (7) warehousing, (8) space utilization, (9) communications, (10) mail and reproduction services, and other administrative responsibilities as assigned by the Hospital Administrator.

EXAMINATION INFORMATION: This examination will consist of a Qualifications Appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications appraisal-Weighted 100.00%

Scope:

A. Knowledge of:

1. Materials, equipment, methods, and occupational classifications used in the general services function of a State hospital.
2. Principles, procedures and techniques of administering a large complex of service support functions.
3. Principles and practices of personnel management, effective supervision and staff development.
4. Safety principles.
5. Budget planning and preparation.
6. State and Federal law and rules affecting the general services operation of a State hospital.
7. Licensing and certification requirements, which affect State hospital operation and administration.
8. Hospital organization.
9. Department's EEO program objectives.
10. A manager's role in the EEO program and the processes available to meet EEO objectives.

B. Ability to:

1. Plan, organize, direct and evaluate the work of a large multidisciplinary staff of general services personnel.
2. Work independently in identifying the need for and implementing changes in delivery of services.
3. Establish and maintain production standards and schedules.
4. Analyze situations accurately and take effective action.
5. Effectively contribute to the department's EEO objectives.

Special Personal Characteristics:

Sympathetic understanding of the problems of hospital patients and clients.

ELIGIBLE LIST INFORMATION:

The resulting eligible list will be used to filled vacancies at **Lanterman Developmental Center** only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' preference credits will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class: a background investigation document, which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

SEE REVERSE FOR ADDITIONAL INFORMATION

**HOSPITAL GENERAL SERVICES ADMINISTRATOR II
KM30 - 4754**

FINAL FILING DATE: JULY 9, 2007

GENERAL INFORMATION

It is the candidate's responsibility to contact Lanterman Developmental Center's Exams & Recruitment Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact Lanterman Developmental Center's Exams & Recruitment Office three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact Lanterman Developmental Center's Testing Office three days prior to the oral interview date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact Lanterman Developmental Center's Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

LANTERMAN DEVELOPMENTAL CENTER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Location of oral interviews will be held at Lanterman Developmental Center.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERANS PREFERENCE: California law allows granting of veterans preference points in Open entrance examinations and Open Non-Promotional exams. Credit in Open entrance examinations is granted as follows: Ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in Open Non-Promotional examinations is granted as follows: Five (5) points for veterans, and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the veteran preference application (FORM 1093) which is available from State Personnel Board Offices, Written Test Proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295- 0001.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

LDC 06/07

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

**Agnews
Developmental Center**
3500 Zanker Road
San Jose, CA 95134-2299
Public: (408) 451-6000
TDD: (408) 432-0942

**Canyon Springs
Department of Developmental
Services**
69696 Ramon Rd.
Cathedral City, CA 92234
Public: 760-770-6270

**Fairview
Developmental Center**
2501 Harbor Blvd.
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5512

**Lanterman
Developmental Center**
3530 West Pomona Blvd.
Pomona, CA 91769
Public: (909) 595-1221
TDD: (909) 595-3971

**Porterville
Developmental Center**
26501 Avenue 140
Porterville, CA 93257
Public: (559) 782-2222
(559) 782-2322

Sierra Vista
1251 Stabler Lane
Yuba City, CA 95993
Public: (530) 822-7000

**Sonoma
Developmental Center**
P.O. Box 1493
Eldridge, CA 95431
Public: (707) 938-6339
TDD: (800) 735-2929

TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.